

# How to Manually Caption Sessions in the Editor

## Overview

This documentation will go over how you can manually caption your session in the Editor. We recommend importing automatic captions first and then editing the captions given as needed. *To learn how to import automatic captions, see [How to Add ASR \(Automatic Speech Recognition\) Captions into a Video](#). Please note: When editing a session, captions will not appear if the caption's start time is cut from the video. In these instances, you may need to adjust the start time of the caption, the end time of a cut, or split a caption into two.*

### Prerequisites

- Creator access to Panopto

## 1. Manually Caption Sessions

1.1. Open the video in the editor.

1.2. On the left-hand side of the screen, click on the **Captions** tab (Fig. 1).

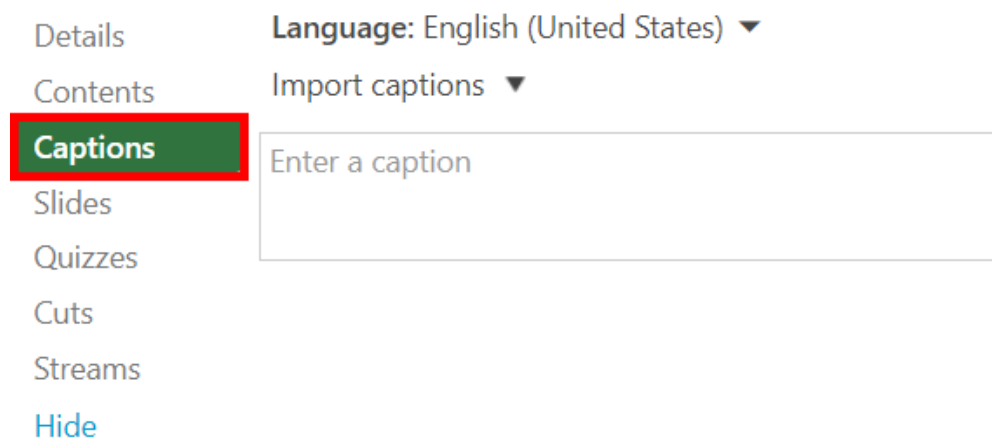


Figure 1

1.3. Select the language dropdown menu, and then select the language you are entering captions in (Fig. 2). *Note: you can add additional languages by going back into this drop-down menu and selecting the language for the new set of captions.*

Details **Language: English (United States) ▼**

Contents Import captions ▼

**Captions**

Slides

Quizzes

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Hide

Enter a caption

Figure 2

1.4. Click inside the box that says **Enter a caption** and you will be able to begin typing along with the video (Fig. 3).

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This is your first lesson on archaeology tools.	0:01
We will begin with a look	0:11
at the tools needed to find fossils	0:12

Enter a caption

Figure 3

1.5. To edit or delete the caption, hover over the appropriate caption and click the three dots where the **Edit** and **Delete** buttons will appear (Fig. 4).

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This is your first lesson on archaeology tools.	⋮	0:00
We will begin with a look		0:03
at the tools needed to find fossils		0:06

Enter a caption

Edit

Delete

Figure 4

1.6. If you choose to edit the caption, the following screen will appear. You can edit the time and caption from this screen (Fig. 5).

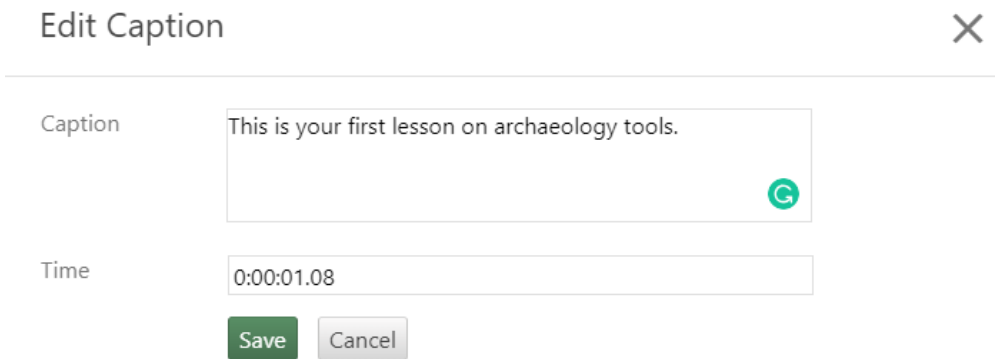


Figure 5

1.7. Once you have added all the captions needed, click the **Apply** button in the top right-hand corner to show them to your viewers (Fig. 6).

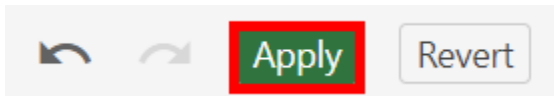


Figure 6

1.8. This is how the captions will appear to your viewers by default (Fig. 7). *For information on caption styling, please visit [How to Set the Site Default for How Captions will be Displayed](#).*



Figure 7